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Windham at Danielson  
SUPERIOR COURT  
120 School Street, Danielson

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Limited Contested Cases  
Status Conferences/Assignments

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Hon. Russell F. Potter  
10:00 A.M.

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NOTICE

TO ALL COUNSEL AND PRO SE PARTIES

Please note the court location above.

The cases listed below have been reported as limited contested and are subject to trial assignment during the current assignment period. All attorneys and pro se parties are required to attend the call of this calendar. No OFF or OVER markings will be accepted. Each case will be called for an individual status conference and to receive pretrial and trial assignments.

At the call of the calendar:

1. Attorneys and/or pro se parties must file a *Joint Trial Management Report* (see below for requirements)
2. The Court will assign a Special Masters pretrial date
3. The Court will assign a trial date

THE CASES WILL BE CALLED IN THE ORDER THEY APPEAR ON THIS LIST. Attorneys are advised to come prepared with their calendars and with knowledge of any specific dates the parties are not available. All assignments will be firm.

(Notice Continued on Last Column)

NOTICE (continued from Column 1)

IF A CASE IS NOT LIMITED CONTESTED, IMMEDIATE ACTION MUST BE TAKEN.

IF CUSTODY AND/OR VISITATION IS NOW IN DISPUTE:

All attorneys and both parties must sign a new case management agreement claiming the case to the CONTESTED list, file it with the Clerk's Office in Putnam and notify the Caseflow Coordinator. All contested cases will be referred to Family Relations for investigation and report, and then to the Regional Family Trial Docket in Middletown for trial.

IF ALL ISSUES ARE NOW SETTLED:

All attorneys and both parties must sign a new case management agreement claiming the case to the UNCONTESTED list, file it with the Clerk's Office in Putnam and notify the Caseflow Coordinator. Once claimed, an uncontested case will automatically print on an upcoming uncontested list.

Any requests for continuance must be made by proper written motion and filed with the Clerk's Office in Putnam, with a copy faxed or mailed to the Caseflow Coordinator in Danielson.

THE COURT WILL NOT ACCEPT ANY MARKINGS. ALL ATTORNEYS AND PRO SE PARTIES ARE REQUIRED TO ATTEND THE CALL OF THIS CALENDAR UNLESS EXCUSED BY THE COURT.

At the call of a case, all attorneys and pro se parties, as applicable, shall present a *JOINT Trial Management Report* containing the following information:

1. A list of issues in dispute
2. Whether the case is ready for trial
3. Estimated number of days required for trial
4. The date of any prior pretrial and the name of the Special Masters or Judge who conducted the pretrial
5. Whether all discovery has been completed and, if not, a statement of the specific discovery still sought
6. A list of exhibits reasonably expected to be introduced
7. A list of witnesses, both lay and expert, reasonably expected to be called
8. Whether there are any anticipated impediments to the commencement of trial and, if so, the nature thereof
9. A list of pending motions

Any case not in compliance with the above orders will be subject to immediate dismissal or other sanctions.

Please direct questions, and mail or fax copies of any motion for continuance to:

Dawn Gorgone, Caseflow Coordinator  
120 School Street, Suite 204  
Danielson, CT 06239  
Phone: (860) 779-8508  
Fax: (860) 779-8488

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